SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 03/17/15 CLOSING DATE: 03/26/15 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN SPEC II SCDC POSITION #: 015044

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 01 WORK TIME: 0800 AM - 0400 PM LOCATION: TRENTON CORRECTIONAL INSTITUTION, TRENTON (EDGEFIELD) LEVEL 2

STATE JOB TITLE: ADMIN SPECIALIST II STATE JOB CLASS: AA50

BAND: 03 SALARY RANGE \$ 021484 - \$ 039754 SPECIAL INCENTIVE: NO

LEVEL: C SALARY RANGE \$ 023237 - \$ 036774 SCEIS POSITION #: 61018790

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:
A HIGH SCHOOL DIPLOMA. RELATED CLERICAL EXPERIENCE MAY
BE SUBSTITUTED FOR A HIGH SCHOOL DIPLOMA.

AGENCY PREFERRED QUALIFICATIONS:

TWO (2) YEARS OF CLERICAL EXPERIENCE; OR A DEGREE MAY BE SUBSTITUTED FOR THE WORK EXPERIENCE. MAY BE REQUIRED TO HAVE EXPERIENCE IN USE OF CRT AND/OR PERSONAL COMPUTER.

DESCRIPTION OF DUTIES:

INPUTS AND MONITORS INMATE DISCIPLINARY SYSTEM (CRT) TO ENSURE TIMELY PROCESSING OF ALL INMATE DISCIPLINES. PREPARES AND SERVES VARIOUS DISCIPLINARY OFFENSE REPORTS, AND OPERATES WORD PROCESSOR, ETC.

SCHEDULES MAJOR AND MINOR DISCIPLINARY HEARINGS AND COORDINATES WITH STAFF AND COUNSEL SUBSTITUTES. RECORDS DISCIPLINARY HEARINGS, ENTERS DISPOSITIONS (CRT) AND MAKES APPROPRIATE DISTRIBUTION OF CASE DOCUMENTATION. ENSURES SANITATION STANDARDS IN WORK AREAS ARE MAINTAINED. PERFORMS OTHER RELATED GENERAL OFFICE MANAGEMENT DUTIES. COMMENTS:

MUST ATTEND SCDC BASIC TRAINING